



Shrewsbury Public Schools

Joseph M. Sawyer, Ed.D.
Superintendent

January 29, 2016

To: School Committee
From: Joseph M. Sawyer, Ed.D.
Re: Financial Disclosures by Patrick Collins

Enclosed please find two disclosure documents submitted by Patrick Collins, Assistant Superintendent for Finance & Operations.

Mr. Collins recently took the initiative to communicate with the State Ethics Committee in order to determine whether any disclosures should be made regarding how his work might be perceived to be affected by the fact that his spouse, sister, and brother-in-law are employed by the district (all were all employed by the district prior to Mr. Collins appointment last year).

Mr. Collins was advised to submit two disclosures, one regarding his spouse and one regarding his sister and brother-in-law. The former requires a vote of the School Committee, as the Committee is Mr. Collins's appointing authority and must make the determination as to whether the financial interest disclosed would "affect the integrity" of the services he provides. The latter requires no vote, it is simply a disclosure regarding the potential appearance of a conflict of interest.

The financial interest involved is related to the potential of Mr. Collins's spouse receiving an increase in compensation as a member of the non-represented staff group. In his role, Mr. Collins advises me and the Committee regarding the overall district operating budget, which would include any potential compensation adjustments for this employee group. It is important to note that Mr. Collins has no authority to make any changes to non-represented employee compensation, as this authority lies with the Committee, and the budget is subject to multiple levels of scrutiny. Further, it is reasonable for the Committee to determine that, to use the wording from the Ethics Commission disclosure form, that the "financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee."

For these reasons, I recommend that the Committee vote to approve the enclosed draft disclosure form. I appreciate Mr. Collins's initiative to ensure that these disclosures are made.

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 19**

	MUNICIPAL EMPLOYEE INFORMATION
Name:	Patrick C. Collins
Title or Position:	Assistant Superintendent for Finance and Operations
Municipal Agency:	Shrewsbury Public Schools
Agency Address:	100 Maple Ave Shrewsbury, MA
Office Phone:	508-841-8300
Office E-mail:	pccollins@shrewsbury.k12.ma.us
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
	PARTICULAR MATTER
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter. Annual School Department operating budget.
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter. Preparation of and advice related to annual operating budget and salary compensation recommendation for non-union staff. The School Committee is responsible for approval of the budget, including any potential wage increase for non-union staff.
	FINANCIAL INTEREST IN THE PARTICULAR MATTER
Write an X by all that apply.	<input type="checkbox"/> I have a financial interest in the matter. <input checked="" type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.

Financial interest in the matter	<p>Please explain the financial interest and include a dollar amount if you know it.</p> <p>My wife, Andrea Collins, is a non-union staff member. She is a reading tutor at Oak Middle School. The amount of an annual raise could be in the range of \$0-\$1,100.</p>
Employee signature:	
Date:	

DETERMINATION BY APPOINTING OFFICIAL

	APPOINTING AUTHORITY INFORMATION
Name of Appointing Authority:	Shrewsbury School Committee John Samia
Title or Position:	Chairperson
Agency/Department:	Shrewsbury Public Schools
Agency Address:	100 Maple Ave. Shrewsbury, MA 01545
Office Phone:	508-841-8400
Office E-mail	schoolcommittee@shrewsbury.k12.ma.us
	DETERMINATION
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.
Appointing Authority signature:	
Date:	
Comment:	Mr. Collins serves in a technical advisory role and has no authority to act upon any matter related to his spouse's compensation. Any advice he provides to the Superintendent of Schools and the School Committee relative to this matter is subject to multiple levels of scrutiny. For these reasons, and because the financial interest is not so substantial as to be deemed likely to affect the integrity of his counsel, the Shrewsbury School Committee, by vote, has determined that Mr. Collins may participate in this matter.

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Patrick C. Collins
Title or Position:	Assistant Superintendent for Finance and Operations
Agency/Department:	Shrewsbury Public Schools
Agency address:	100 Maple Ave. Shrewsbury, MA
Office Phone:	508-841-8300
Office E-mail:	pccollins@shrewsbury.k12.ma.us
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	My role requires participation in collective bargaining with Unit A of the Shrewsbury Education Association.
What responsibility do you have for taking action or making a decision?	My responsibilities include making recommendations or evaluations of compensation or fringe benefit proposals.
Explain your relationship or affiliation to the person or organization.	My sister, Erin Hruskoci, and brother-in-law, Dave Hruskoci, are members of Unit A.
How do your official actions or decision matter to the person or organization?	Their compensation or fringe benefits could be impacted.

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	There is a very low risk of undue favoritism because the Human Resource Director is the lead negotiator along with two School Committee members. The entire School Committee is the approving authority for a new contract.
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. _X_ Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	
Date:	

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.